


29 July 1954

MEMORANDUM FOR: Director of Training

SUBJECT: Non-OTR Training

REFERENCE: Director of Training Memorandum dated 21 July 1954.

In accordance with reference memorandum, the attached report of formal training conducted by or within the Office of Collection and Dissemination during FY 1954 and projected for FY 1955 is submitted.



Assistant Director,
Collection and Dissemination

25X1

~~CONFIDENTIAL~~

1. Library Training Activities

Fiscal Year 1954. Two individuals from the Department of Defense were trained by the Training Officer, Analysis Branch, CIA Library, in the operation and use of CIA's classification and Intellofax systems.

| | |
|--|----------|
| Number of persons trained (non-OCD)..... | 2 |
| Number of instructors (LY/CD)..... | 1 |
| Duration..... | 40 hours |

Fiscal Year 1955. Per Air Force-CIA agreement, AFOIN intelligence analysts are to be trained in the use of the Intelligence Subject Code. This program will be conducted by the Training Officer, Analysis Branch, CIA Library.

| | |
|---|---------|
| Number of persons to be trained (Air Force).. | 10 |
| Number of instructors (LY/CD)..... | 1 |
| Duration of each person's training..... | 1 month |

2. Language Training

Fiscal Year 1954. An elementary Russian Course was conducted within the Biographic Register, to develop a basic knowledge of grammar and vocabulary sufficient for limited translation with dictionary aid.

| | |
|--|----------|
| Number of persons trained (BR/CD)..... | 6 |
| Number of instructors (BR/CD)..... | 1 |
| Duration..... | 40 hours |

Fiscal Year 1955. It is expected that the above program will be resumed in October, with the same number of students and the same instructor.

3. Industrial Plant Visits

Fiscal Year 1954. The Industrial Register, OCD, conducts one-day trips to nearby industrial plants and industrial-type installations, such as the Naval Ordnance Laboratory. These visits are preceded, whenever practicable, by lectures given by ORR industrial specialists. This program is intended to provide familiarity with industrial processes, production techniques, and technical developments. Guides are provided by the plant management; CIA personnel are under the leadership of the senior participant.

| | |
|---|----|
| Number of persons (OCD) trained..... | 70 |
| Number of persons (OO and ORR) trained..... | 30 |
| Number of plant trips..... | 10 |

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Fiscal Year 1955. Approximately ten trips are planned for the year.

4. Industrial Movie Showings

Fiscal Year 1954. Selected industrial films are shown, often in conjunction with the above plant-trip program, to IR/CD industrial analysts. Films are usually 20 to 40 minutes in duration and no more than two films are scheduled at a session. No instructor is used, except when an ORR specialist is available to explain specific processes. The objective is to obtain knowledge of industrial processes and techniques.

| | |
|---|----|
| Number of persons (OCD) trained..... | 75 |
| Number of persons (OO and ORR) trained..... | 20 |
| Number of film showings..... | 15 |

Fiscal Year 1955. It is intended to continue the above program at approximately the same pace.

5. Basic Photography Course

Fiscal Year 1955. The Graphics Register, OCD, plans to offer a course in basic photography for the benefit of its graphic analysts. This course is intended to educate analysts in the problems and techniques of photography, as an aid to their analytical duties.

| | |
|--------------------------------------|------------|
| Number of persons to be trained..... | 20-30 |
| Number of instructors (GR/CD)..... | 1 |
| Duration..... | 2-3 months |

~~CONFIDENTIAL~~